

## **Filipinas Heritage Library GUIDELINES FOR ACCREDITATION for PRENUPTIAL/WEDDING PHOTOGRAPHY**

1. Interested PHOTOGRAPHER shall submit a Letter of Intent to the Filipinas Heritage Library (FHL) with the following:
  - Photographer or company profile
  - Sample prenuptial/wedding photographs (high resolution and in CD format, which will be used for promotional purposes once approved)
  - List of previous prenuptial/wedding clients
  - Letter of recommendation from past prenuptial/wedding client, optional
2. Interested PHOTOGRAPHER shall pay a ₱2,000 processing fee (nonrefundable). In celebration of its 13th anniversary in August 2009, a 50 percent discount will be extended to those who apply for accreditation before August 31.

### **ONCE ACCREDITED:**

3. PHOTOGRAPHER shall be notified of his application status within two weeks from receipt of complete requirements.
4. PHOTOGRAPHER shall be included in FHL's List of Preferred Photographers.
5. PHOTOGRAPHER agrees to assist in promoting FHL as a location for an engagement or prenuptial photo shoot by distributing promotional flyers, printed and/or electronic (to be provided by FHL).
6. PHOTOGRAPHER agrees to observe FHL's house rules, such as the following:
  - In preparation for a photo shoot, a site visit may be arranged with the library staff in charge. The staff must be informed about the specific areas to be visited.
    - In case of change in venue or use of other locations within the library premises, a one-week notice is required.
  - The library staff in charge must be notified about technical requirements for the shoot (background setup, props, decors, special effects, lighting, etc.)
    - Using electrical equipment other than the items specified in the contract will incur additional costs for the client. The additional costs will depend on the equipment specifications.
  - The client and photographer are encouraged to put the areas where they held the shoot back in order. Any damage or loss that occurred during the shoot shall have a corresponding penalty.
7. PHOTOGRAPHER agrees to remit ₱1,000 or five percent of his total gross contract with the client, whichever is higher, for every successful referral from the library as commission.

## FILIPINAS HERITAGE LIBRARY'S OBLIGATIONS

8. FHL shall prioritize reservations made by any accredited PHOTOGRAPHER or client getting the services of an accredited PHOTOGRAPHER.
9. FHL shall extend a 10 percent discount to any client referred by PHOTOGRAPHER.
10. FHL shall sustain this service by implementing a communication and marketing plan, which will be evaluated biannually. The communication and marketing plan covers the following:
  - Promotional flyer
  - Web posting
  - E-mail announcement
  - Special photo exhibit (at least two weeks) at The Alcove gallery
  - Slide show of sample photographs during client meetings, compiled in a CD

This shall commence from date of notification **until December 2009**. Should either party find reasonable grounds to terminate this agreement, it will be effective 20 days upon receipt of a written notice to this effect.

This agreement shall take effect upon signing hereof.

Signed on this \_\_\_ day of \_\_\_\_\_, 2009 in Makati City.

CONFORME:

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**PHOTOGRAPHER**  
*Signature over printed name*